



JOB DESCRIPTION

Position Title: **County Engineer**

Working Area: **County Engineering**

Class Code: 3317

Exempt

EEO Code: 01

Effective Date: August 30, 2002

Major Function

Administrative and supervisory work managing the pre-construction and construction production activities for County transportation, drainage and bridge projects.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Organizes and supervises work activities in the area of field surveys, engineering design and drafting for County road, drainage projects, conducts public involvement programs, reviews legal plats and surveys, inspections, project cost estimating, and right-of-way projects.

Initiates and effectively recommends for final approval by the department director, hiring, termination, performance evaluations, disciplinary, and/or commendatory actions on assigned personnel.

Coordinates with other County offices, local governments and Federal and State agencies to provide engineering services or complete engineering projects. Secures from all agencies required permits for road and drainage projects.

Researches public records, prepares legal descriptions and instruments for right-of-way and easements acquisition with the assistance of the County Attorney's Office. Issues utility use permits and permits for construction within County road right-of-ways through the supervision and direction of personnel assigned to perform these functions.

Administers technical transportation aspects of Impact Fee and Concurrency Ordinance. Reviews transportation reports such as DRI's traffic impact statements or other such documentation and provides technical assistance for County-wide transportation studies. Serves as a member of the Metro Plan Technical Committee.

Prepares and submits reports on activities or responds to requests for engineering data or technical opinions.

Prepares and presents the division's annual budget and assures continued adherence to the parameters of adopted budgets.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of the principles and practices of engineering.

Ability to evaluate information, make decisions and coordinate programs efficiently. Ability to communicate effectively both orally and in writing. Ability to deal tactfully and effectively with subordinates other County personnel and the general public.

Bachelor's Degree in Engineering with major course work in Civil Engineering and ten (10) year's responsible engineering experience in the administration and supervision of engineering operations for transportation projects. Registration as a Professional Engineer in the State of Florida is required.

Must possess and maintain a valid Florida Driver's License.

Pursuant to Chapter 112, Florida Statutes, incumbent must annually file "Form 1, Limited Financial Disclosure" in the County of their residence.

Working Conditions

The work environment for this position is usually an office setting, but may be required to perform field visits to review project progress or resolve problem issues. Most often duties are performed sitting at a desk, table or workstation.